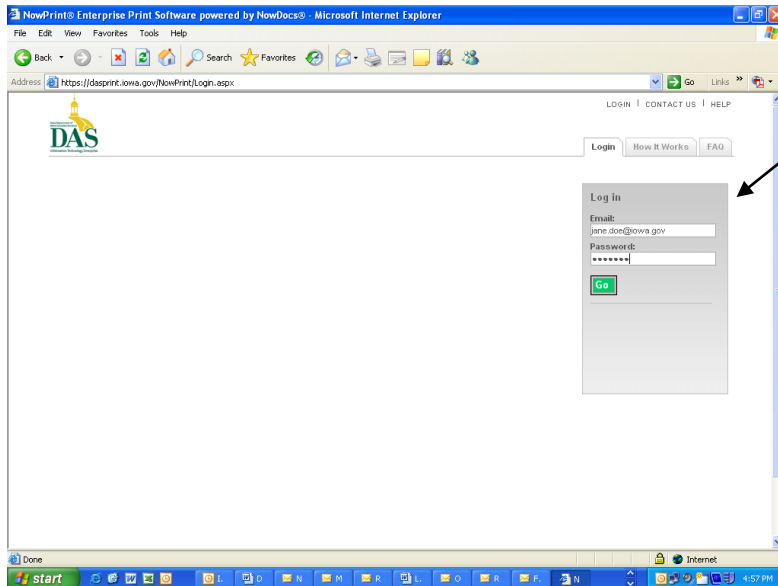


The new Now Docs URL is as follows:

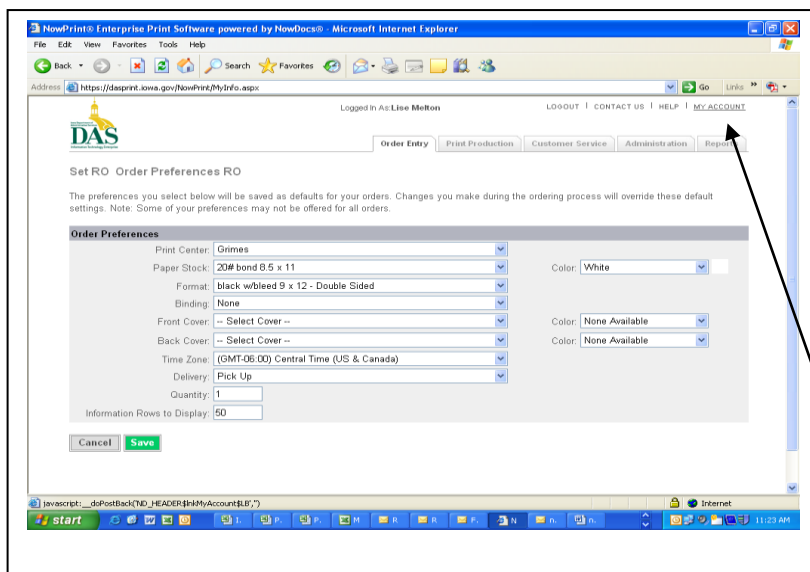
<https://dasprint.iowa.gov/NowPrint/Login.aspx>

Please add this to your web favorites



When logging in, your new login is your e-mail address, and your old password. You may need to call to have your password reset; if so call 281-5231.

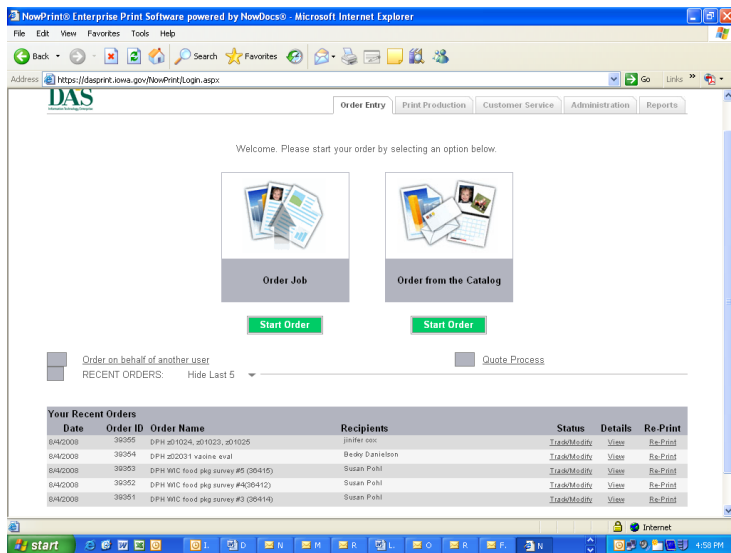
TIP: Never use your “BACK” button on your web page (in the upper left); you will get an error message. Always use the Now Docs buttons to navigate the pages.



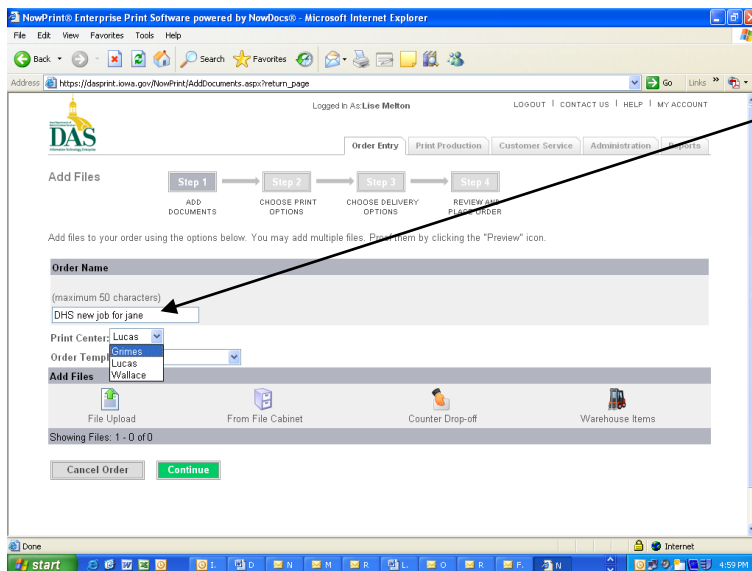
After signing in you will be taken to a page to confirm your contact information and have an opportunity to change your password.

After submitting you will be taken to this page where you can set your order preferences. You must pick the copy center and time zone you work in. Preference selection will result in order defaults to the paper, impression and binding setting unless you physically change them as you place your order in step 2.

You can change the setting any time by clicking on “My Account” in the upper right hand corner of your screen.



This will bring you to the “Start Order” page. All of your recent job orders (in the new system) will be at the bottom of the screen. If you select the “Start Order” button, it will take you to the 1st step of your order.

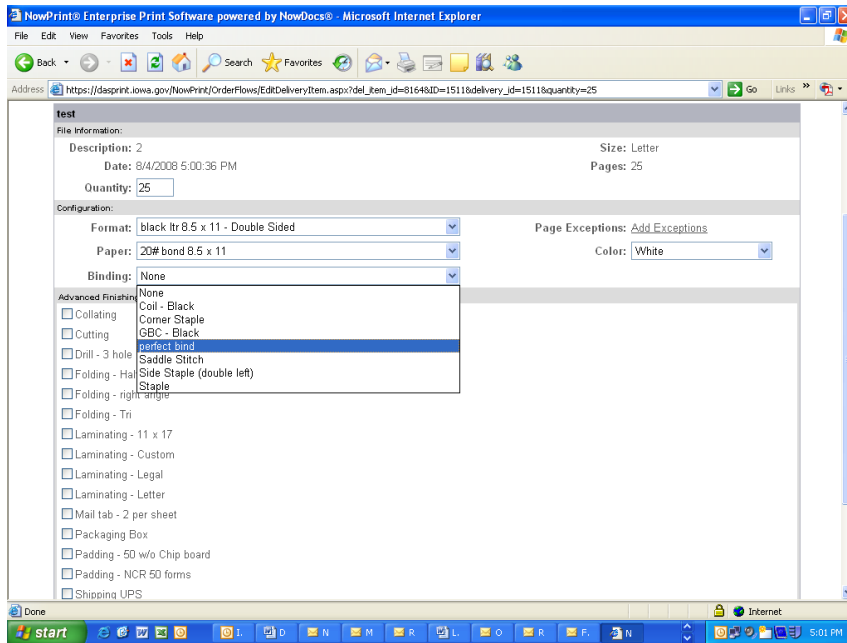


Step 1

Name your job – starting with your agency acronym and job title.

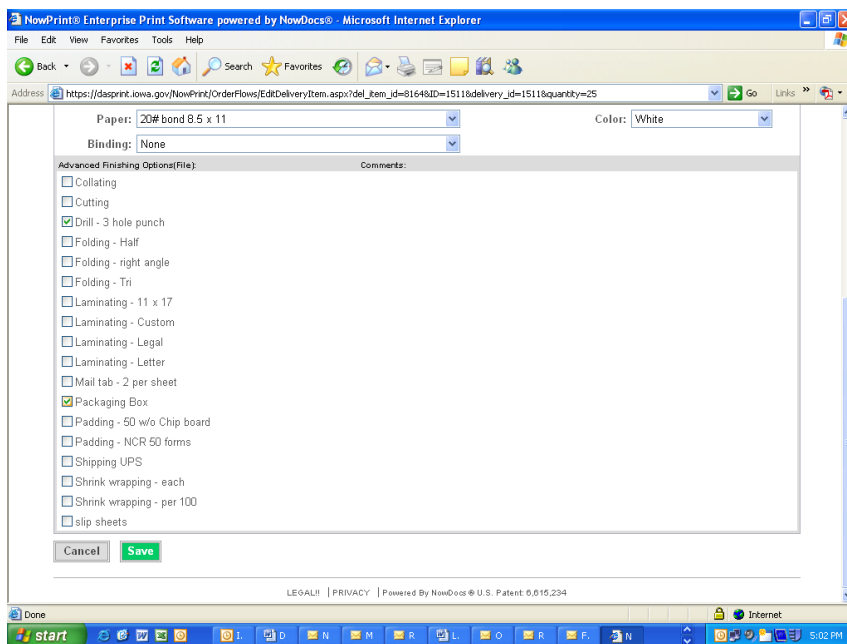
Select the copy center you want the job printed, or go with your default selection.

Choose “File Upload”, select a file in your filing cabinet, “Counter Drop off” or choose to order from the “Warehouse Items”.



Step 2

Click on print options within the item description and you will go to a screen with drop down options for paper, impressions, and binding. Choose the selection that is what you want for your job. Enter your quantity at the top of that page.



Step 2 Check Boxes:

There also are new check boxes located at the bottom of the screen for additional finishing options such as packaging box, padding, and the old shrink-wrapping option, which now functions properly. Save and submit your changes.

Tip: Shrink-wrap per 100 are for a qty of 100 forms per package, shrink-wrap each is for packaging per document.

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File Edit View Favorites Tools Help

Address https://dasprint.iowa.gov/NowPrint/ClassicAddressBook.aspx?add_documents_to_order=666&removefirst=false&return_page=%2fNowPrint%2fAddDelivery.aspx

Logged in As: Lisa Melton LOGOUT | CONTACT US | HELP | MY ACCOUNT

Order Entry | Print Production | Customer Service | Administration | Reports

Address Book

Step 1 ADD DOCUMENTS Step 2 CHOOSE PRINT OPTIONS Step 3 CHOOSE DELIVERY OPTIONS Step 4 REVIEW AND PLACE ORDER

Select search type, enter text, and click "Search"

Last Name Search

Show Me: ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

View Address Book

Corporate Account Default

----- Select Address Book -----

Corporate Account Default

PERSONAL

Select	Last Name	First Name	Email	Department	City	State
<input type="checkbox"/>	Bannum	Carol	cbannum@dph.state.ia.us	DPH	Des Moines	IA
<input type="checkbox"/>	Barnes	Chadler	cbarnes@dph.state.ia.us	DPH	Des Moines	IA
<input type="checkbox"/>	Bosche	Sandy	sbosche@dph.state.ia.us	DPH	Des Moines	IA
<input type="checkbox"/>	Chapman	Jewell	jchapman@dph.state.ia.us	DPH	Des Moines	IA
<input type="checkbox"/>	Joel	Joel	jjoel@dph.state.ia.us	DPH	Des Moines	IA
<input type="checkbox"/>	Danielson	Becky	bdanielson@dph.state.ia.us	DPH	Des Moines	IA
<input type="checkbox"/>	Danielson	Becky	bdanielson@dph.state.ia.us	DPH	Des Moines	IA
<input type="checkbox"/>	Fisher	Robyn	rfisher@dph.state.ia.us	DPH	Des Moines	IA
<input type="checkbox"/>	Fisher	Robyn	rfisher@dph.state.ia.us	DPH	Des Moines	IA
<input type="checkbox"/>	Hall	Becky	bhall@dph.state.ia.us	State of Iowa	Des Moines	IA
<input type="checkbox"/>	Heinrich	Shannon	sheinrich@dph.state.ia.us	DPH	Des Moines	IA
<input type="checkbox"/>	Heinrich	Shannon	sheinrich@dph.state.ia.us	DPH	Des Moines	IA
<input type="checkbox"/>	Jones	Julie	jjones@dph.state.ia.us	DPH	Des Moines	IA

Step 3

Select your "ship to" information and delivery date. This is much like the 1st version of Now Docs; with a few changes, the person entering the ticket will be the default recipient, and when you go to your address book select the "Corporate Account Default" many of your existing inside customers will already be logged into this site. Select your recipient and save.

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File Edit View Favorites Tools Help

Address https://dasprint.iowa.gov/NowPrint/AddDelivery.aspx?ID&return_page=%2fNowPrint%2fOrderFlow%2fUniqueBinding.aspx%3freturn_page%3d%252fNowPrint%2fAddDelivery.aspx

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Order Entry | Print Production | Customer Service | Administration | Reports

Select Delivery Options

Step 1 ADD DOCUMENTS Step 2 CHOOSE PRINT OPTIONS Step 3 CHOOSE DELIVERY OPTIONS Step 4 REVIEW AND PLACE ORDER

Select a recipient and specify delivery information. You may select multiple recipients with different delivery for each.

Add Recipients

New Recipient From Address Book Yourself Pick Up

Recipient	Delivery	Cover Page
Remove / Edit Becky Hall	Local Courier Aug 6 2008 3PM	
Remove / Edit Lisa Melton	Local Courier Aug 6 2008 3PM	

Previous Cancel Order Continue

JavaScript: _doPostBack('recipientGrid_ctl00_RemoveDelivery','')

Step 3

Pick your shipping method from the drop down menu and your requested delivery date from the calendar.

TIP: Make sure you remove yourself from the delivery instructions if you are shipping to someone else or you may get a double order.

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Address: https://dasprint.iowa.gov/NowPrint/AddDelivery.aspx?ID=return_page=%2fNowPrint%2fOrderFlows%2fUniqueBinding.aspx%3freturn_page%3d%252fNowP...

Logged in As: DHS order LOGOUT | CONTACT US | HELP | MY ACCOUNT

Order Entry Print Production Customer Service Administration Reports

Review and Place Order

Step 1 ADD DOCUMENTS Step 2 CHOOSE PRINT OPTIONS Step 3 CHOOSE DELIVERY OPTIONS Step 4 REVIEW AND PLACE ORDER

Confirm your order details by viewing the summary receipt. Specify payment information and click the "Place Order" button.

Summary Receipt		Order Total
View Receipt Details	Items Subtotal:	\$75.9000
	Shipping and Handling:	\$0.0000
	Total:	\$75.9000

Special Order Instructions

Payment Information (Required items are in bold)

Select Payment Type	Account	Comments
<input checked="" type="radio"/> Account # (Approver)	0001-401-3333-02-XXXX	Fund-Dept-Orgr-Sug-Orgr-Prgr nnnn-nnn-xxxx-xxxx-xxxx

Previous Cancel Order Place Order

Step 4

In the left hand corner is a receipt detail of the line items costs of your job. Please note some costs can change, but it will give you a very good idea of the cost of the total job. All discount pricing for volumes are included in the model. There is room for special instructions, but make every effort to enter the job correctly from the start.

All orders must have account codes entered to be processed.

TIP: No object codes should be entered in the accounting string; they are hard coded into e-das as 2310 for printing. See the layout for the coding located next to the account box. If you do not have a code to put in, enter an "x" in place of each digit. The account codes need to be in this format to for your order to be accepted.

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Address: https://dasprint.iowa.gov/NowPrint/CancelOrder.aspx?return_page=%2fNowPrint%2fPlaceOrder.aspx%3freturn_page%3d%252fNowPrint%252fAddDelivery...

Welcome. Please start your order by selecting an option below.

Order from the Catalog Order Job

Start Order Start Order

☐ Order on behalf of another user ☐ Quote Process

RECENT ORDERS: Hide Last 5

Date	Order ID	Order Name	Recipients	Status	Details	Re-Print
8/4/2008	39408	DHS Flood recovery Part I (36311)	Karen Hyatt	Track/Modify	View	Re-Print
8/4/2008	39407	DHS Project Kam Hyatt Part I (36311)	Karen Hyatt	Track/Modify	View	Re-Print
8/4/2008	39406	DHS Project Kam Hyatt Part II (36312)	Karen Hyatt	Track/Modify	View	Re-Print
8/4/2008	39402	DHS Burlington consumer workshop (36278)	Ruth Ferguson	Track/Modify	View	Re-Print
8/4/2008	39401	DHS Appeal binder Tenco 13 binders (36505)	Jill Otten	Track/Modify	View	Re-Print

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javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("UCOrderHistory:orderHistoryGrid:ctl3:ctl5:lnkRePrint",

Best Kept Secret

Reprints can be used for an exact reprint, reprints with changes or for ordering several jobs that have common recipients and cost codes. The "Reprint" function is a quick short cut that allows you to tab through one or two screens without having to enter more information, but there are some important rules to remember....RENAME THE NEW JOB so you don't think you have duplicate print jobs. Click on reprint

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Address: https://dasprint.iowa.gov/NowPrint/UserHome.aspx

Paper:	20# bond 8.5 x 11 (White) - All Pages
Binding:	4303: Staple (left corner) legal
Pages:	12
Page Size:	Letter
Finishing:	Packaging Box (Qty: 3)

Recipients

Karen Hyatt

Name: Karen Hyatt
DHS MHDS

Address: , Hoover
Des Moines, IA 50319
Phone: 1-3128

Service: Local delivery service
Due: 8/5/2008 8:00:00 PM (CDT)

Date:

Shipping Slip [Download](#)

Delivery:	Item #	Quantity
	1	1000
	2	1000
	3	1000
	4	1000
	5	1000

Cancel Re-Print **Edit Order** Place Order

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Reprints

Only when the job is an **exact reprint** should you click on the “place order” button. Exact repeats are of the same qty, paper, binding, ship to and accounting information.

If any of those elements in the job changes, or to rename the job, then you should select the “edit order” button

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Address: https://dasprint.iowa.gov/NowPrint/PrintFulfillment/Receipt.aspx?IsRePrint=True&order_id=642&return_page=%2fUserHome.aspx

ADD DOCUMENTS CHOOSE PRINT OPTIONS CHOOSE DELIVERY OPTIONS REVIEW AND PLACE ORDER

Add files to your order using the options below. You may add multiple files. Proof them by clicking the “Preview” icon.

Order Name
(maximum 50 characters)
DHS Flood recovery Part 1 (36311)

Print Center: Grimes

Order Template:

Add Files

File Upload	From File Cabinet	Counter Drop-off	Warehouse Items
File	Type	# of Pages	Preview
Remove coping w/ aftermath (Letter) black single	N/A	1	
Remove helping your child final (Letter) single	N/A	1	
Remove coping with floods (Letter) black 2 sides	N/A	4	
Remove project recover team (Letter) single	N/A	1	
Remove proj recovery effects (Letter) staple duplex	N/A	12	

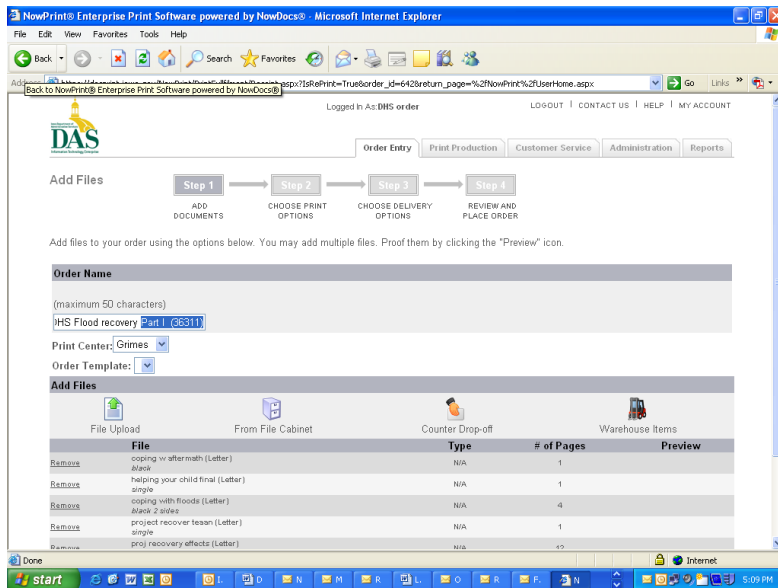
Showing Files: 1 - 5 of 5

Cancel Order **Continue**

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Reprints

When editing a reprint the most important thing to remember is to rename the job; you can add a date requested to the name to help identify it from other orders. It is important to do this step to keep the jobs from looking like duplicate billings. Then proceed through the steps as you normally would, changing quantity, or page count or paper.



Tip:
Remember to change the title so your accounting people don't think the order was entered twice, you may want to add the date to the title to help differentiate print jobs.

Exciting New Features

In the next 30- 60 days we will launch three new features. 1) The Catalog option, which will have pictures of items that are off the shelf such as forms, local mail envelopes, and capitol photos. 2) Order templates this option allows you to set up a template for order configurations you use often. There are three in the current system you can try. In the meantime be thinking about how you can take advantage of this option and what you would like to establish as a template. 3) Variable data orders which are orders that we would set up a template such as your business card shell and the person ordering can type in the information, this allows you to proof on-line and there is less chance for error if we are re-entering the data. This is good for Letterhead, Envelopes, Business cards, Post cards etc. You can be thinking about what items you would like set up in your agencies website. Only users set up in your corporate site will be able to see these templates.